

**NEVADA DEPARTMENT OF TAXATION**  
**CENTRALLY-ASSESSED PROPERTIES**  
**ANNUAL REPORT INSTRUCTIONS**



**Must comply with all Instructions**

*Authority*

NRS 361.320 requires the Nevada Tax Commission to establish the assessed value of any property of an interstate or inter-county nature, including the property of railroad, carline, natural gas transmission and distribution, water, telephone, scheduled and unscheduled air transport, and electric light and power companies. NRS 360.210 grants the Department the original power of appraisal and assessment of all property mentioned in NRS 361.320.

***How to Complete the Annual Report and Supporting Schedules:***

1. **Complete and return all schedules in this packet. Attach all supporting documents for reported information. If additional calculations are needed, please include worksheet.**
2. Enter Taxpayer name at the top of each page in the appropriate space provided.
3. If you need more space than what is available on a schedule, attach additional sheets. Be sure the attached sheets have the same format.
4. If you think a schedule does not apply to you, explain in detail why. You may attach your statement to the schedule telling us why you think it does not apply or why you did not complete the schedule. **N/A is not an acceptable entry.**
5. **Do not enter** "See Federal Report," "See Shareholder Report," "See Attached," or similar statements. The schedules must be completed or a company-generated document with the requested data in the same format must replace it.
6. Should particular accounts have zero balances, enter "0" in the amount column.
7. Type or print your information on these schedules. If you print, please use ink.
8. Put brackets ( ) around negative amounts.
9. Keep a copy of each page for your files.
10. This report form was developed in Microsoft Windows Excel and PDF and is available to taxpayers in those formats. **A signed original hard copy must be returned** to the Department. Forms may also be obtained from the Department's website at:  
  

[http://tax.nv.gov/LocalGovt/CA\\_Prop/Utility\\_and\\_Transportation/](http://tax.nv.gov/LocalGovt/CA_Prop/Utility_and_Transportation/)
11. **Report only operating property.** Operating property is the real or personal property used in the operation. ***Other property owned but not used in the conduct of the operation (non-operating property) must be reported to the County Assessor.***

***\*NEW\* Special Instructions Operating Mileage – Utilities***

As new tax jurisdictions are created and tax jurisdiction boundaries change, it is necessary to update and maintain Department records regarding your operations within each taxing entity. The Department therefore requests each

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state-assessed taxpayer to annually review and report operating miles by district. Please contact the County Assessor where your property is located if you have any questions regarding the district changes.

In order to avoid any errors in reporting, only the enclosed forms may be used to report. Company modified forms will not be accepted. Report all district and total mileage to two decimal places only, and please verify the totals. It is extremely important to county and local government entities that the mileage report be as accurate as possible. Since tax districts are being created as well as eliminated or changed, carefully review your entire mileage statistics in relation to all the districts in every county. Should you need to update your county tax district maps to maintain reporting accuracy, please contact the county assessor offices.

**Please return the completed mileage forms as a part of the annual report per Nevada Revised Statutes (NRS) 361.320, "Valuation for assessment purposes".**

***Special Instructions, Reporting Intangible Personal Property (Schedule 1 – Utilities; Schedule 1 – Large National & Regional Airlines)***

1. Enter value for each intangible, if applicable, under the cost or income columns. For example, if you have booked organization costs, indicate the general ledger account number, the total booked amount, the booked amount less depreciation, and a brief description. As another example, if you have a contract or a copyright for which contribution to income can be identified, list the contribution to income under the income column and describe.
2. You may attach additional sheets if more space is needed.
3. Attach supporting data, analyses, etc. for intangible value(s) reported.

***Special Instructions: Small Charter and Taxi Airline Allocation Data***

***Authority***

Allocation is the process of assigning a portion of a unit value or system statistic to a state. (NAC 361.212). Apportionment means the process of assigning a portion of a state value or state or company statistic to geographical areas, usually tax levying districts or codes within the state. (NAC 361.222). NRS 361.320 requires the allocation and apportionment of assessed value to the State and local jurisdictions. The method for allocation of airline value is established in NAC 361.464 and 361.469.

***How to Complete Allocation Schedules***

Allocation data is often difficult to collect. If the requested information is not available, the Department offers two options for substitute reporting:

- 1.) Report alternative data maintained by the company or to which it has access. Examples may be found on pages 7 and 8.
- 2.) Estimate the requested information to the best of your ability and include details of how the estimates were made.

Failure to report any allocation statistics will require the Department to estimate allocation data for the company. The primary allocation data will be calculated at 100% to Nevada.

A map is attached at the back of the reporting package for your convenience and help in reporting allocation data.

***Additional Information You Must File***

**In addition to the schedules provided, you must include copies of the following information:**

- a. Company Annual Shareholder Report.

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- b. Parent or subsidiary Annual Shareholder Report.
- c. Annual Securities and Exchange Commission Form 10-K or 10-Q.
- d. Parent or subsidiary annual Securities and Exchange Commission Form 10-K or 10-Q. Consolidating or Bridge body Report.
- e. Annual Federal regulatory Body Report.
- f. Parent of subsidiary annual Federal regulatory body Report.
- g. Capitalized lease detail schedule. (No schedule is provided, please list separately.)
- h. Operating leased or rented property detail.
- i. Elective documentation supporting status of operations.
- j. Ownership allocation details (if not indicated in other documents presented to the Department).
- k. One copy of each applicable **audited balance sheet** and **income statement** for system and Nevada. Optionally, provide the same for an historic period, i.e., 5 or 10 year side by side comparisons.
- l. For airlines, documentation of certified status of air carrier operations, or indicate if they have previously been submitted and are on file.

**The Department may require additional information in order to develop the company valuation and allocation estimates. The Department may perform an audit of this report and appropriate records of the operation.**

Please describe any significant changes that have taken place during the period covered by this report such as accounting changes, large acquisitions, disposessions, write-offs or sales of major properties for both the company covered by this report or its parent company.

***Certain Substitute Forms Acceptable***

Company generated computer print-outs may be substituted for department forms **provided they are the same in all material aspects.**

***When to File***

File all requested information on or before **March 31, 2016.**

***Extension of Time for Filing Statement***

The Department for good cause may grant extensions for up to one 45-day period, provided a written request is received prior to March 31 and provided the request contains good cause for the delay in filing.

**Your report filing will be delinquent (AND SUBJECT TO PENALTY PER NRS 361.318) if it is not postmarked by March 31 or by the extended date allowed by the department.**

***Where to File***

Mail or Email ( [jmitchell@tax.state.nv.us](mailto:jmitchell@tax.state.nv.us) ) all report forms and documents to:  
Nevada Department of Taxation  
Centrally Assessed Property Section  
1550 E College Parkway, Suite 115  
Carson City, NV 89706

Centrally Assessed Supervisor:

Jeff Mitchell: (775) 684-2011

Utility Valuation Analysts:

Sorin Popa: (775) 684-2004  
Richard Ewell: (775) 684-2037  
John Schillo: (775) 684-2168  
Harman Bains: (775) 684-2081